



## DONOR/MOBILE RECRUITMENT PATHWAY

1465 Valley Center Parkway, Bethlehem, PA

(610)691-5850

<https://www.giveapint.org>

**JOB OPENINGS:** <https://www.giveapint.org/job-opportunities/>

**MANAGERS  
DONOR & MOBILE  
RECRUITMENT**

**EDUCATION:** Bachelor's degree, Business Admin. or Marketing preferred.  
**DUTIES:** Responsible for development & performance of dept. Supervises department staff. Work with COO & Marketing to develop & implement donor recruitment programs. Ensures compliance with all department SOPs & regulatory requirements.  
**QUALIFICATIONS:** Able to solve problems & make decisions. Excellent communication skills. Able to deal with multiple priorities. Leadership skills. Driver's license required.

**ACCOUNT MANAGER**

**EDUCATION:** Bachelor's degree, preferred. Two years Sales & Marketing exp. required.  
**DUTIES:** Management of client accounts. Meet with clients to assess their needs & expectations. Keep active communication to assure client satisfaction. Provide presentations to the community. Represent the organization at events, meetings & conferences. Must be available outside normal business hours.  
**QUALIFICATIONS:** Goal driven. Excellent customer service & communication skills. Must have valid driver's license. Able to obtain all Child Abuse Clearances.

**MOBILE PLANNING &  
SCHEDULING  
COORDINATOR**

**EDUCATION:** Bachelor's degree, Business Administration preferred. Previous experience in logistics/analyzing & coordinating schedules preferred.  
**DUTIES:** Analyze all drive requests to assure they meet cost efficiency standards. Schedule drives & necessary resources in a cost effective manner. Supervise Mobile Recruiters.  
**QUALIFICATIONS:** Excellent communication skills. Able to prioritize, organize & complete tasks from beginning to end. High level of computer & software knowledge.

**MOBILE RECRUITER**

**EDUCATION:** HS Diploma/GED. Sales/marketing/community outreach experience.  
**DUTIES:** Recruit blood donors for mobile drives by phone or in person. Attend workshops, trade shows & health fairs to educate the public on blood donation.  
**QUALIFICATIONS:** Able to effectively present information and respond to questions. Goal oriented. Time management skills. Computer skills. Must be able to obtain all child abuse clearances. Valid driver's license required

**DONOR RECRUITMENT  
SUPPORT SPECIALIST/  
RECRUITMENT  
ADMINISTRATIVE ASST.**

**EDUCATION:** HS Diploma/GED. Clerical & customer service experience preferred  
**DUTIES:** Provide clerical support to dept. Managers. Accurately prepare department reports, review time and attendance of dept. staff, assist in the planning of special events. Maintains inventory of supplies and order supplies & donor giveaways. Provides excellent internal & external customer service.  
**QUALIFICATIONS:** Ability to prioritize, organize & carry tasks through to completion. Attention to details. Computer skills. Must have valid driver's license.

**DONOR RECRUITMENT  
SPECIALIST**

**EDUCATION:** HS Diploma/GED Call Center & clerical experience preferred  
**DUTIES:** Responsible for recruiting blood donors. Schedule donors to meet company needs. Greet and register donors.  
**QUALIFICATIONS:** Excellent customer service. Attention to details. Goal oriented. Experienced using computers and software. Must have a valid driver's license.

***START HERE***



Your Blood. Their Hope.<sup>®</sup>  
**MILLER-KEYSTONE**  
BLOOD CENTER

## CAREER PATHWAYS

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FIND OPENINGS: <https://www.giveapint.org/job-opportunities/>

Your Local Community Blood Center

We save lives by partnering with our community to provide a continuous supply of blood products & services

### Knowledge, Skills, and Abilities Needed

We're looking for employees who are or have...

Customer Focus – Our Customers are our Top Priority!

Integrity

Trust

Passion – Support our mission with commitment and enthusiasm

### Connect with us on Social Media!



<https://www.facebook.com/millerkeystone>



<https://www.linkedin.com/company/miller-keystone-blood-center/>



<https://twitter.com/MillerKeystone>



[https://www.instagram.com/miller\\_keystone](https://www.instagram.com/miller_keystone)



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